



# Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

608-768-READ (7323) ♦ [www.reedsburglibrary.org](http://www.reedsburglibrary.org)

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## Library Board of Trustees

### Agenda

Thursday, March 8, 2018

**6:30 PM**

1. Call to order
2. Approval of agenda
3. Minutes of the February meeting
4. Finance report
5. Bills from February
6. Director's Report
7. General Business
  - a. Request exception to alcohol prohibition for brewing program and tasting April 10, 2018
  - b. National Library Week - Fine Forgiveness Promotion
  - c. Library Archives / City Hall Project
  - d. Director Authorization for Planning & Expansion Discussion
8. Adjourn

Sue Ann Kucher  
Library Director

Posted 3/3/2018

Library Board 3/8/2018  
General Business Items

- a. Request exception to alcohol prohibition under Acceptable Behavior Policy for brewing program and tasting April 10, 2018. Representatives from 3 local breweries and the author will be on hand for this program. David Dietz is a licensed server and has offered to assist with the program. Permit application forwarded to the City on 3/5/2018, pending policy exception and approval of the Library Board.
- b. National Library Week – Fines Forgiveness Promotion.  
Annual promotion for National Library Week from April 8-14, 2018. All materials are checked in fine free for the week. Patrons may request up to \$20 in fines be waived as part of the promotion. Patrons are encouraged to set up payment plans for additional fines, fees, damaged or lost charges in order to restore borrowing privileges and clear up accounts.
- c. Library Archives – City Hall Project.  
South Wing Archives Room is nearing completion, with locking door fronts and workstation countertop remaining. Following a meeting with Administrator Compton and Steve Zibell, the plan for the room is for the Library staff to begin to move materials once the room and cabinets are securable. The Historic Preservation Commission will be utilizing a portion of the room for storage and display, pending the availability of space from the move of the Archives. We've just begun discussions about room organization and collection security given the shared use plan for the room.
- d. Director Authorization for Planning and Expansion Discussion  
The Space Needs Assessment for the Library shared at the February meeting is part of an assessment made for all City of Reedsburg buildings and departments. As the Public Works Committee, City Council and other groups address the information from the study, conversations about the library's current and future space needs, interim measures for addressing concerns and potential future planning for the library and any shared/collaborative projects will arise. Establishing the desired level of Director involvement and authority is requested until a formal committee for expansion planning is established.

Reedsburg Public Library  
Library Board Minutes  
February 8, 2018

Members present: Stephen Balda, Kate Campbell, Tom Geimer, Joleen McBride, Nancy Lukes. Also Present: Library Director Sue Kucher

Call to Order: President McBride called the meeting to order at 6:30 p.m.

Approval of the Agenda: Campbell moved to approve the agenda as presented. Lukes seconded. All approved.

Minutes of the January meeting: Geimer moved to approve the minutes of the January 17, 2018 meeting. Balda seconded. All approved

Finance Report: Campbell presented the Finance Report, and reported that she would shop rates for CDs set to mature in the near future. Lukes moved to approve the report as presented. Balda seconded. All approved.

Bills: \$5481.61 was expended from Library Operating for 2018. Campbell moved to approve the bills. Geimer seconded. All approved.

Director's Report: Kucher presented the report, showing Circulation of 21,140 items, over 15,800 library visitors and 967 program attendees. Staff Inservice and work day is scheduled for Monday, 2/19/2018 and will consist of tours of 5 Libraries in the Winding Rivers and South Central Library Systems. Library Board and Council members are welcome to attend. The week of 2/18-2/24 is "Wonder Week" at the Library. Copies of the book and audio recording are available for check-out. The soon to be released to DVD movie will be shown 4 times during Wonder Week. The report is placed on file.

General Business: Kucher shared the findings of the Space Needs Assessment Report for the Library. No action requested at this time. Kucher shared the final figures of the 2017 DPI Annual Report. Lukes moved to approve the report, Campbell seconded. All Approved. The report will be signed by Kucher & McBride to be forwarded on to SCLS and the DPI for filing. A presentation of the information in the report will be shared with the Common Council at an upcoming meeting. In fall of 2017, The Friends of the Library approved a contribution of up to \$6000 for the Library's purchase of a Smart Board. Due to space constraints, the contribution has been reprioritized toward the purchase of Community Room Furnishings. No action taken. Director Kucher will bring a cost estimate and plan for approval at a future meeting.

Adjournment: Moved by Campbell. Seconded by Balda. All approved.